

TITLE, SERIES, GRADE: Lead Legal Assistant (OA), GS-986-8

SALARY RANGE: GS-8: \$40,753.00-\$52,978.00 per year

PROMOTION POTENTIAL (IF ANY) TO: None

TYPE OF APPOINTMENT: Temporary Promotion Not To Exceed Two Years*

***NOTE:** This is a temporary promotion not to exceed two years. Promotion may be extended without further competition up to the maximum time period allowed by law and regulation if necessary.

WORK SCHEDULE: Full-time

VACANCY ANNOUNCEMENT NUMBER: 06-EDCA-10 (IH)

AREA OF CONSIDERATION: Status candidates only in the United States Attorney's Office for the Eastern District of California, plus well-qualified surplus and displaced Department of Justice employees (CTAP) in the local commuting area of Sacramento, California.

OPENING DATE: 2/17/06

CLOSING DATE: 2/24/06

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Sacramento, CA

NUMBER OF VACANCIES: One

POINT OF CONTACT: Laurie Pablo

CONTACT PHONE: 916-554-2707

TDD: None

E-MAIL ADDRESS (For Information Only): laurie.pablo@usdoj.gov

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100
Sacramento, CA 95814

NOTE: Applications will not be accepted via fax, e-mail, or internet.

DUTIES: Incumbent serves as a Lead Legal Assistant and works closely with the Supervisory Legal Assistant in the Criminal Division. The incumbent is responsible for distribution of work, monitoring status of work in progress and ensuring uniform high quality of work product. Reallocates work to meet changes in workload. Instructs employees in the application of current

rules, methods, procedures, and policies. Assists in keeping employees informed of, and explaining, justifying and promoting management goals and objectives. Assists in monitoring training needs, recommends training and conducts training as needed. Assists in maintaining an up-to-date legal assistant procedural manual. Provides input to the Division Supervisory Legal Assistant in the preparation of annual evaluations of the Legal Assistants in the unit. Advises the Supervisor of anticipated vacancies and the need for additional staff. Participates in the selection of support staff, including screening and interviewing applicants. Additionally, provides legal assistant support to two or more Assistant U. S. Attorneys (AUSAs) with responsibility for preparing a variety of legal documents, composing correspondence, receiving visitors and callers, maintaining files, and searching legal references. Prepares and reviews a wide variety of legal documents including but not limited to: complaints, motions, orders, answers, pleadings and subpoenas. Obtains the requisite information from the files, prepares and submits finished papers to the attorney for approval. Constructs the variable aspects of recurring legal documents in conformance with the rules governing their style and format. Verifies citations and statutory references obtained in legal documents against original sources such as legal text, reports, Federal Reporter system, CFR, etc., making sure that they are correct and in compliance with source material. Develops tables of contents and indices to briefs in accordance with established standards. Composes original letters, not requiring legal interpretations, but which do require a good knowledge of legal procedures and specialized terminology. Maintains a calendar of all assigned active cases. Arranges travel for assigned attorneys and witnesses by preparing itinerary, and securing transportation and hotel reservations. Prepares travel authorizations and vouchers. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must indicate their typing speed on their resume/application. Applicants must be able to type at least 40 words per minute. Failure to list typing speed might preclude an applicant's employment consideration. Applicants may be asked to certify or demonstrate their typing proficiency.

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions issued by the Office of Personnel Management. At the GS-8 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-7 level. Specialized experience is work directly related to the duties of the position to be filled (as

described above), which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Specialized experience for this position includes providing leadership and guidance to subordinate staff, providing training, and distributing and monitoring work in progress. It also includes legal work performed in any legal setting or office where the candidate has prepared and processed legal documents. It also includes various administrative duties such as: maintaining supervisor's calendar, establishing and maintaining files, arranging travel, scheduling meetings, etc. Applicants must have the ability to operate a personal computer. All qualification requirements, including the 52 week time-in-grade and time after competitive appointment requirements must be met within 30 days after the closing date of the announcement and before placement in the vacant position.

EVALUATION METHODS: Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Knowledge of legal policies, terminology, and procedures sufficient to provide legal assistant support to assigned AUSAs and to effectively provide technical guidance and leadership to support staff. (Describe legal experience to include the types of documents prepared. Describe experience leading or supervising other employees.)
- 2) Ability to motivate, train, and work effectively with subordinates who have a variety of backgrounds and training. (Describe experience in leading others, working as a group on a particular project or any experience in training or providing instructions to co-

workers.)

- 3) Ability to communicate with others effectively both orally and in writing in order to identify solutions to problems or answer questions relating to the work of the office. (Describe experience in oral and written communications - specifically dealing with providing instructions and/or performing legal assistant duties.)
- 4) Skill in operating a personal computer and various software programs. (Describe the software programs used to complete legal assistant/litigation support assignments.)
- 5) Knowledge of administrative procedures, e.g., making travel arrangements, calendar maintenance, etc. (Describe in detail experience performing various administrative duties for supervisory or other staff in an office setting.)

HOW TO APPLY: Applications received under this announcement will be rated under merit staffing procedures only.

PLEASE PRINT AND COMPLETE THIS SECTION, AND SUBMIT WITH YOUR APPLICATION PACKET

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number

- c) Country of citizenship (this position requires United States citizenship)
- d) Veterans' preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

OTHER DOCUMENTATION:

- a) A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)
- b) A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

2. A separate narrative statement addressing the required

knowledge, skills, and abilities (KSAs).

3. A statement indicating your typing skill and speed **OR** self-certify your typing speed by completing the following statement:

I certify that I can type () words per minute.

Signature

CTAP CANDIDATES: To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors (ability to type at least 40 words per minute) for the vacant position; meets established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, and a copy of a SF-50 showing their current position, grade level, and duty location. CTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

OTHER INFORMATION: Applications must be hand-delivered or postmarked no later than the closing date of this announcement. Failure to submit all required documents may result in a lower rating in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted using Government postage in Government franked envelopes, via internal Government mail systems, and those transmitted to a Government fax machine. If applicable, employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice and is subject to drug testing by urinalysis. Applicant must meet all eligibility requirements no later than 30 days after the closing date of this announcement (and before placement in the position).

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.